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STATE OF CALIFORNIA

# ELECTRONIC FUNDS TRANSFER PROGRAM



## *ACH Debit Information*

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## ***FOR EFT ASSISTANCE...***

If you have questions regarding electronic funds transfers, please call the Board of Equalization's EFT Helpline between 7:30 A.M. and 4:30 P.M., Pacific time, Monday through Friday, at:

**TELEPHONE: 916-327-4229**

**FAX: 916-322-8457**

Or you can write to the following address:

State Board of Equalization  
EFT Group  
P.O. Box 942879  
Sacramento, CA 94279-0035

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# I. INTRODUCTION

## The Automated Clearing House (ACH) Debit Method

### Definition

The ACH debit method allows you to transfer funds by authorizing the state to electronically debit your bank account for the amount you report to the state's data collection service.

### Establishing Your Security Code

Before you report your **first** payment, you must change your security code from the temporary code of 0000 that has been assigned to your account (except personal computer users, see page 13). To change your security code, call the data collection service at 1-800-554-7500. In order to change your security code you must provide the temporary code of 0000. When selecting a security code choose a code that is unique to you to ensure that outside parties do not have access to your security code.

**NOTE:** *If you lose or forget your security code once it has been established, call the EFT helpline at 916-327-4229 for assistance.*

### How to Report a Payment

To report a debit payment, you need to call the state's data collection service at 1-800-554-7500. Specific instructions for making your ACH debit payment are included in this pamphlet.

### When to Report a Payment

For an electronic tax payment to be timely, the transferred funds must settle into the Board of Equalization's bank account by the *first banking day following the tax due date*. To ensure that your funds settle timely, you must call the data collection service on or before the tax due date. You can call the data collection service at any time to report a payment, the service is available 24 hours a day. Calls that are completed by 3:00 P.M. Pacific time will be initiated that day and the funds will settle into the Board of Equalization's bank account the next banking day. ***If you call on the tax due date, you must allow enough time to complete your call by 3:00 P.M. Pacific time. Otherwise, your payment will not be initiated until the next banking day and will be late.***

**NOTE:** *If you owe no taxes for the reporting period, you are still required to initiate an EFT payment and report a zero dollar tax amount.*

### Warehousing a Payment

This feature allows you to call the data collection service and select a future date for your payment to transfer into the Board of Equalization's bank account. You may designate any banking day up to

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sixty days in advance, as the debit date of the payment (the payment will transfer out of your bank account and into the Board of Equalization's bank account on the debit date). For example, if you will be out of the office on the tax due date, you may initiate a payment earlier in the month with instructions to transfer the funds on the desired debit date. Your payment will remain "warehoused" at the data collection service until it is released one day prior to the selected debit date. Assume a tax due date of April 30, 1997, to be timely, your payment must settle into the Board of Equalization's bank account by May 1, 1997. If you wanted to warehouse your payment for this period, you would have to indicate a "debit date" of May 1, 1997, or earlier.

### When to File Your Return

You must still continue to file your tax returns on a timely basis. The reporting due dates and requirements have not changed. Please refer to the Appendix for a schedule of due dates and filing instructions.

**NOTE:** *If you file on a quarterly prepayment basis, you will no longer receive prepayment forms. You are still required to make your prepayments according to the schedule provided on page 14.*

### How to Change Registration Information

You must complete a new authorization agreement if you change payment methods, financial institutions, bank accounts, contact person, or telephone number. Blank authorization agreements can be found in the back of this pamphlet and the EFT Information Guide or can be obtained by contacting the EFT helpline at 916-327-4229.

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## Before You Call

*In order to transfer an ACH debit tax payment, you will need to have the following information available when you call:*

### Seller's Permit Number

This is the seller's permit number issued to you by the Board of Equalization. When reporting a payment, **do not** include the alphabetical characters or hyphens that appear in your seller's permit number.

### Security Code

This is the four-digit number you have created for accessing the ACH debit system. If you lose or forget your security code, call the EFT helpline at 916-327-4229 for assistance. To change your security code, call the data collection service at 1-800-554-7500.

### Tax Type Code

The tax type code identifies the type of tax payment you are making. The following codes are used by the Board of Equalization:

- 04101** Sales and Use Tax Prepayment #1
- 04102** Sales and Use Tax Prepayment #2
- 04100** Sales and Use Tax Return Payment
- 05600** Prepayment of Sales Tax on Fuel Distributions

Please ensure the correct tax type code is used to prevent misapplication of your payment.

### Tax Period Ending Date

Indicate the last day of the reporting period, **not** the due date. This information must be given in month, day, year format. For example, to report taxes for sales made in January 1997, the tax period ending date would be 013197 (January 31, 1997).

### Tax Amount

Indicate the total dollars and cents for the amount of tax only. Do not include interest or penalty amounts in this section. If no tax is due, enter zeros (000).

### Penalty Amount

Indicate the total dollars and cents for the amount of penalty only. If no penalty is due, enter zeros (000).

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### Interest Amount

Indicate the total dollars and cents for the amount of interest only. If no interest is due, enter zeros (000).

### Total Amount

Indicate the total dollars and cents for the total amount of payment. This must equal the sum of tax, penalty and interest amounts.

**NOTE:** When reporting tax, penalty, or interest payments, include cents in all dollar amounts. For example, \$5,000.00 would be reported as “\$5,000 and zero cents.” If you are using the touch-tone or personal computer method, you must enter two zeros for the cents.

### Verification Code

This figure must be calculated before you make your call. It is used to help ensure that the information has been entered correctly. The two-digit verification code is a sum of the digits and the number of digits in your total amount. For example, if your total amount is \$56,318.00, your verification code is calculated as follows:

<b>The sum of the digits:</b>	5 + 6 + 3 + 1 + 8 + 0 + 0	=	23
<b>The number of digits:</b>	(5, 6, 3, 1, 8, 0, 0)	=	<u>07</u>
<b>Verification code:</b>			30

**The data collection service will also calculate the verification code. Your number and theirs must match to ensure that the information has been entered correctly.**

**NOTE:** The verification code for \$0.00 is 01.

### Warehoused Payment Debit Date

This is the date that you would like your payment to transfer out of your bank account and into the Board of Equalization's bank account. You may select any banking day up to sixty days in advance.

**NOTE:** You may skip this step and your payment will transfer the next banking day. Please refer to “Warehousing A Payment” for more information.

**REMINDER:** You can call the data collection service at any time to report a tax payment. If you call on the tax due date, however, **you must complete your call by 3:00 P.M. Pacific time.** Any call completed after that time will be subject to penalty and interest charges.

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## II. TRANSACTION INFORMATION

### Touch-Tone Telephone Calls

Please refer to “Before You Call” so that all necessary information you will need is available when you report your payment.

#### Step 1

Dial: 1-800-554-7500.

#### Step 2

System: Welcome to the California EFT System. If you are calling from a touch-tone phone, press ‘1’ now. If you have a rotary phone, please hold the line for operator assistance.

**Enter:** 1

System: To expedite your call, please press the pound sign (#) after each entry and after the system repeats your entry. If your entry or what you hear is **NOT** correct, press the star (\*) key and the system will re-prompt that field. **At any time during the recording, press the star (\*) key three times to transfer to an operator.**

#### Step 3

System: For BOE, press ‘1’. For EDD, press ‘2’. For FTB, press ‘3’. For CDI, press ‘4’ and for PERS, press ‘5’.

**Enter:** 1#

#### Step 4

System: To report a tax payment, press ‘1’. To perform a cancellation or inquiry, press ‘2’. For a security code change, press ‘3’.

**Enter:** 1#

#### Step 5

System: Enter your BOE seller’s permit number.

**Enter:** \_ \_ \_ \_ \_ #

System: You entered \_\_\_\_\_.

**Enter:** Press # to accept or \* to correct and reenter.

#### Step 6

System: Enter your security code.

**Enter:** \_ \_ \_ \_ #

#### Step 7

System: Enter your tax type code.

**Enter:** \_ \_ \_ \_ # (04100, 04101, 04102, or 05600)

System: You entered \_\_\_\_\_.

**Enter:** Press # to accept or \* to correct and reenter.

#### Step 8

System: Enter your tax period ending date.

**Enter:** \_ \_ \_ \_ \_ # Respond in month, day, year format. For example, September 30, 1997, would be entered as “093097”)

System: You entered \_\_\_\_\_.

**Enter:** Press # to accept or \* to correct and reenter.

**NOTE:** For steps 9-12, remember to enter cents for all dollar amounts. A decimal point is **not** used. If you are reporting a zero amount enter 000#.

#### Step 9

System: Enter your tax amount.

**Enter:** \$ \_\_\_\_\_ #

System: You entered \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

**Enter:** Press # to accept or \* to correct and reenter.

#### Step 10

System: Enter your penalty amount.

**Enter:** \$ \_\_\_\_\_ #

System: You entered \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

**Enter:** Press # to accept or \* to correct and reenter.



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## Touch-Tone Telephone Calls (*Continued*)

### Step 11

System: Enter your interest amount.

**Enter:** \$ \_\_\_\_\_ #

System: You entered \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

**Enter:** Press # to accept or \* to correct and reenter.

### Step 12

System: Enter your total amount.

**Enter:** \$ \_\_\_\_\_ #

System: You entered \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

**Enter:** Press # to accept or \* to correct and reenter.

### Step 13

System: Enter verification code.

**Enter:** \_ \_ #

**NOTE:** *Step 14 is an optional step. You may designate any banking day up to sixty days in advance, as the debit date of the payment (the payment will transfer out of your bank account and into the Board of Equalization's bank account on the debit date) or you may skip this step (by pressing #) and your payment will transfer the next banking day. Please refer to "Warehousing A Payment" on page 4 for more information.*

### Step 14

System: Enter the date you would like your bank account debited.

**Enter:** \_ \_ \_ \_ \_ # (Respond in month, day, year format. For example, September 30, 1997, would be entered as "093097")

System: You entered \_\_\_\_\_.

**Enter:** Press # to accept or \* to correct and reenter.

### Step 15

System: Tax report accepted. Your reference number is \_\_\_\_\_. Repeating, your reference number is \_\_\_\_\_. Please record this number for your records.

### Step 16

System: To disconnect, press '1'. To continue with additional functions, press '2'.

**Enter:** One of the following:

1# (you will hear "Thank you for using the California EFT System")

2# (you will be returned to Step 3)

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## Operator -Assisted (Voice) Telephone Calls

This method of payment is available to you if you have a rotary telephone or if you choose to speak to an operator from the touch-tone menu (**you can transfer to an operator by pressing the star (\*) key three times anytime during the touch-tone recording.**)

*Please refer to “Before You Call” so that all necessary information you will need is available when you report your payment.*

### Step 1

Operator: This is Operator # \_\_\_\_\_. Welcome to the California EFT System. Which agency are you reporting for, BOE, EDD, FTB, CDI, or PERS?

Caller: BOE

### Step 2

Operator: Is this a payment, cancellation, inquiry or a security code change?

Caller: Payment

### Step 3

Operator: What is your BOE seller's permit number?

Caller: \_\_\_\_\_

### Step 4

Operator: What is your security code?

Caller: \_\_\_\_\_

### Step 5

Operator: What is your tax type code?

Caller: \_\_\_\_\_ (04100, 04101, 04102, or 05600.)

### Step 6

Operator: What is your tax period ending date?

Caller: \_\_\_\_\_ (Respond in order of month, day, year format. For example, for September 30, 1997, you would say “093097”)

**NOTE:** *For steps 7-10, remember to include cents in all dollar amounts.*

### Step 7

Operator: What is your tax amount?

Caller: \$ \_\_\_\_\_ . \_\_\_\_

### Step 8

Operator: What is the penalty amount?

Caller: \$ \_\_\_\_\_ . \_\_\_\_

### Step 9

Operator: What is the interest amount?

Caller: \$ \_\_\_\_\_ . \_\_\_\_

### Step 10

Operator: What is the total amount?

Caller: \$ \_\_\_\_\_ . \_\_\_\_

### Step 11

Operator: What is the verification code?

Caller: --

**NOTE:** *Step 12 is an optional step. You may designate any banking day up to sixty days in advance, as the debit date of the payment (the payment will transfer out of your bank account and into the Board of Equalization's bank account on the debit date) or you may skip this step and your payment will transfer the next banking day. Please refer to “Warehousing A Payment” on page 4 for more information.*

### Step 12

Operator: What is the date you would like your bank account debited?

Caller: \_\_\_\_\_ (Respond in order of month, day, year format. For example, for September 30, 1997, you would say “093097”)

### Step 13

Operator: Tax report accepted. Your reference number is \_\_\_\_\_. Repeating, your reference number is \_\_\_\_\_. Please record this number for your records. Do you have additional functions to perform?

Caller: Yes or no

Yes (you will be returned to Step 1)

No (the operator will say “Thank you for using the California EFT System”)

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## Inquiries

The following instructions are required when requesting an inquiry. By requesting an inquiry from the touch-tone menu, you will be automatically transferred to an operator for assistance (**you can transfer to an operator by pressing the star (\*) key three times anytime during the touch-tone recording**). Inquiries can be made up to sixty days after the transaction date.

### Step 1

Operator: This is operator #\_\_\_\_\_. Welcome to the California EFT System. Which agency are you reporting for, BOE, EDD, FTB, CDI, or PERS?

Caller: BOE

### Step 2

Operator: Is this a payment, cancellation, inquiry or a security code change?

Caller: Inquiry

### Step 3

Operator: What is your BOE seller's permit number?

Caller: \_ \_ \_ \_ \_

### Step 4

Operator: What is your security code?

Caller: \_ \_ \_ \_

### Step 5

Operator: What is the tax type of the payment you wish to inquire upon?

Caller: \_ \_ \_ \_ \_

The voice operator will then use on-line access to tax reports using the BOE seller's permit number, security code, and tax type given. The operator will relate all of the information to the caller, followed by options to make additional transactions or to exit.

**NOTE:** *An inquiry and cancellation can be performed within the same call.*

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## Cancellations

When requesting a cancellation from the touch-tone menu, you will be automatically transferred to an operator for assistance **(you can transfer to an operator by pressing the (\*) key three times anytime during the touch-tone recording)**. Cancellations are allowed only until the daily cutoff of 3:00 P.M. Pacific time on the day the original call was made. In the case of a warehoused payment, a cancellation is allowed only until 3:00 P.M. Pacific time on the day before the debit date.

Before calling the data collection service, be sure you have the following information available:

- Payment amount and all backup information previously reported for the transaction in question.
- The five-digit reference number corresponding to the transaction in question. If it is not available, request an inquiry to obtain the reference number.

### Step 1

Operator: This is Operator # \_\_\_\_\_. Welcome to the California EFT System. Which agency are you reporting for, BOE, EDD, FTB, CDI, or PERS?

Caller: BOE

### Step 2

Operator: Is this a payment, cancellation, inquiry or a security code change?

Caller: Cancellation

### Step 3

Operator: What is your BOE seller's permit number?

Caller: \_ \_ \_ \_ \_

### Step 4

Operator: What is your security code?

Caller: \_ \_ \_ \_

### Step 5

Operator: What is the reference number of the payment you wish to cancel?

Caller: \_ \_ \_ \_ \_

Operator: Repeats the reference number, gives date and time report was originally made, and repeats all data fields on the tax report that appear on the screen.

### Step 6

Operator: Are you sure you want to cancel this payment?

Caller: Yes

### Step 7

Operator: Cancel function complete. Your reference number is \_ \_ \_ \_ . Do you have additional functions to perform?

Caller: Yes or no

Yes (you will be returned to Step 1)

No (the operator will say "Thank you for using the California EFT System")

**REMINDER:** Upon cancellation of the tax payment, the correct information must be re-entered.

**NOTE:** An inquiry and cancellation can be performed within the same call.

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## Personal Computers

The personal computer method of payment is achieved through the use of a software package to be placed on your personal computer. The software will be distributed by the data collection service. The minimum requirements and a copy of the software can be obtained by contacting their customer service department at 1-800-332-4125. Complete installation instructions and access numbers will be provided with the software.

**NOTE:** *The software will come with a pre-assigned log-on password and security code. The security code should be changed to a code that is unique to you to ensure that outside parties do not have access to your security code. To change your security code, call the data collection service at 1-800-554-7500.*

If at anytime you are not able to complete your payment using the personal computer, you may utilize the touch-tone method as an alternative.

*Please refer to "Before You Call" so that all necessary information you will need is available when you report your payment.*

The software will prompt you for the following information:

- Seller's permit number
- Security code
- Tax type code
- Tax period ending date
- Tax amount
- Penalty amount
- Interest amount
- Total amount
- Verification code
- Warehoused payment debit date

After your information has been accepted, a reference number will be provided. Please keep this number for your records.

### III. APPENDIX

#### EFT FILING INSTRUCTIONS FOR SALES AND USE TAX PREPAYMENT ACCOUNTS

(The following due dates do not apply to taxpayers filing on a special reporting basis.)

Prepayments of tax are due as follows:

##### FIRST, THIRD AND FOURTH CALENDAR QUARTERS

The **first prepayment** is due on or before the 24th day of the month following the first month of the quarter.

The **second prepayment** is due on or before the 24th day of the month following the second month of the quarter.

All prepayments in the first, third and fourth quarters must be an amount:

1. not less than 90% of the tax liability for the month, or
2. equal to one-third (1/3) of the measure of tax liability reported for the corresponding quarterly period of the preceding year multiplied by the tax rate in effect when prepayment is made, provided you or your predecessor were in business during all of the quarter.

##### SECOND CALENDAR QUARTER

The **first prepayment** is due on or before May 24th. This prepayment is for the month of April and must be an amount equal to:

1. 95% of the tax liability for the month of April, or
2. one-third (1/3) of the measure of tax liability reported for the corresponding quarterly period of the preceding year multiplied by the tax rate in effect when prepayment is made, provided you or your predecessor were in business during all of the quarter.

The **second prepayment** is due on or before **June 23rd**. This prepayment is for the period of **MAY 1** through **JUNE 15** and must be an amount equal to:

1. 95% of the tax liability for May plus 95% of the tax liability for the first 15 days of June, or
2. 142.5% of the tax liability for May or
3. one-half (1/2) of the measure of tax liability reported for the corresponding quarterly period of the preceding year multiplied by the tax rate in effect when prepayment is made, provided you or your predecessor were in business during all of the quarter.

#### Schedule for Electronic Funds Transfer Payments of Sales and Use Taxes (Showing Correct Tax Type Code for Period Ending Date)

QUARTERLY OR QUARTERLY PREPAYMENT REPORTING BASIS FOR SALES AND USE TAX			
REPORTING PERIOD	TAX TYPE CODE	PERIOD ENDING DATE	DUE DATE
1ST QUARTER (JANUARY—MARCH)			
FIRST PREPAYMENT	04101	1/31/YY	2/24/YY
SECOND PREPAYMENT	04102	Last day of February	3/24/YY
QUARTERLY PAYMENT	04100	3/31/YY	4/30/YY
2ND QUARTER (APRIL—JUNE)			
FIRST PREPAYMENT	04101	4/30/YY	5/24/YY
SECOND PREPAYMENT	04102	6/15/YY	6/23/YY
QUARTERLY PAYMENT	04100	6/30/YY	7/31/YY
3RD QUARTER (JULY—SEPTEMBER)			
FIRST PREPAYMENT	04101	7/31/YY	8/24/YY
SECOND PREPAYMENT	04102	8/31/YY	9/24/YY
QUARTERLY PAYMENT	04100	9/30/YY	10/31/YY
4TH QUARTER (OCTOBER—DECEMBER)			
FIRST PREPAYMENT	04101	10/31/YY	11/24/YY
SECOND PREPAYMENT	04102	11/30/YY	12/24/YY
QUARTERLY PAYMENT	04100	12/31/YY	1/31/YY

**Reminder:** In addition to making your electronic payment, be sure to file your tax return through the mail on a timely basis.

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**Schedule for Electronic Funds Transfer Payments of Sales and Use Taxes**  
(Showing Correct Tax Type Code for Period Ending Date)

MONTHLY REPORTING BASIS FOR SALES AND USE TAX			
REPORTING PERIOD	TAX TYPE CODE*	PERIOD ENDING DATE	DUE DATE
JANUARY	04100	1/31/YY	Last day of February
FEBRUARY	04100	Last day of February	3/31/YY
MARCH	04100	3/31/YY	4/30/YY
APRIL	04100	4/30/YY	5/31/YY
MAY	04100	5/31/YY	6/30/YY
JUNE	04100	6/30/YY	7/31/YY
JULY	04100	7/31/YY	8/31/YY
AUGUST	04100	8/31/YY	9/30/YY
SEPTEMBER	04100	9/30/YY	10/31/YY
OCTOBER	04100	10/31/YY	11/30/YY
NOVEMBER	04100	11/30/YY	12/31/YY
DECEMBER	04100	12/31/YY	1/31/YY

- \* **Tax Type Code 05600 must be used to report prepayment of sales tax on fuel distributions. All prepayments of sales tax on fuel distributions are due on the 25th of the month.**

**Reminder:** In addition to making your electronic payment, be sure to file your tax return through the mail on a timely basis.

**Weekends and Holidays**

When the tax due date falls on a weekend or holiday (national or State of California), it will move to the next business day. The following holidays are recognized by the State of California:

- New Year's Day ..... January 1
- Martin Luther King Day ..... Third Monday in January
- \* Lincoln's Birthday ..... February 12
- President's Day ..... Third Monday in February
- Memorial Day ..... Last Monday in May
- Independence Day ..... July 4
- Labor Day ..... First Monday in September
- Columbus Day ..... Second Monday in October
- Veteran's Day ..... November 11
- Thanksgiving Day ..... Fourth Thursday in November
- \* Day after Thanksgiving ..... Friday after Thanksgiving
- Christmas ..... December 25

*\*All the holidays listed above are recognized by the U.S. Federal Reserve System, except for Lincoln's Birthday and the day after Thanksgiving.*





**AUTHORIZATION AGREEMENT FOR  
ELECTRONIC FUNDS TRANSFER (EFT)**STATE OF CALIFORNIA  
BOARD OF EQUALIZATION*Please Check Appropriate Boxes:*

- ☐ New EFT account
- ☐ Change EFT reporting method
- ☐ Change bank account
- ☐ Change contact name or phone number

See reverse for instructions.

*(Type or Print in Ink)***SECTION I**

TAXPAYER NAME	ACCOUNT NUMBER
DBA	BUSINESS PHONE NUMBER (   )   —
CONTACT PERSON	CONTACT PHONE NUMBER (   )   —

*Complete Section II or III below:***SECTION II**☐ **ACH Debit**

*The State Board of Equalization is hereby authorized to initiate debit entries to the bank account identified below and the bank is authorized to debit such account. This authority is to remain in full force until EFT payments are no longer required by statute or, if I am a voluntary participant, until the State Board of Equalization and I mutually agree to terminate my participation in the EFT program.*

BANK NAME		Method of Communication: (check one) <input type="checkbox"/> Telephone <input type="checkbox"/> Personal Computer <input type="checkbox"/> Terminal <input type="checkbox"/> Mainframe Communication	
BANK ACCOUNT NUMBER <i>(not to exceed 17 digits)</i>			
TRANSIT AND ROUTING NUMBER:			
TYPE OF ACCOUNT <input type="checkbox"/> Checking <input type="checkbox"/> Savings			
SIGNATURE		TITLE	DATE

**IMPORTANT:** *If you have selected the ACH Debit option, you must attach a voided check for the account to be debited. Your voided check will verify bank account, transit and routing numbers. If you are unable to provide a voided check, a bank specification sheet may be used instead of the voided check.*

**SECTION III**☐ **ACH Credit**

*The State Board of Equalization is hereby requested to grant authority for the above-named taxpayer to initiate ACH credit transactions to the State Board of Equalization's bank account. These payments must be in the NACHA CCD+ format using the Tax Payment Convention (TXP) and may only be initiated for the EFT tax payments to the State Board of Equalization provided for by statute.*

SIGNATURE	TITLE	DATE
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Return to: Board of Equalization, Attn. EFT Group, P.O. Box 942757, Sacramento, CA 94291-2757

For EFT assistance call (916) 327-4229

*Make a copy for your records.*

## Instructions for Completing the EFT Authorization Form

### General

Please type or print clearly. Return to the State Board of Equalization within ten days from the date received. Make a copy for your records.

### Section I

Complete all blocks in this section. Your account number is required (e.g., 30-123456).

### Sections II and III

COMPLETE ONE OF THESE SECTIONS, **NOT** BOTH.

Complete Section II if you select ACH Debit, Section III if you select ACH Credit. After making your decision, please check the appropriate box and complete every block of information for the method selected.

If the ACH Debit method is chosen, a voided check must be attached to the completed authorization agreement. Your voided check will verify bank account and transit routing numbers.

The example of a voided check, shown below, indicates where to locate the transit routing number for your bank and your bank account number. Remember to mark the word "void" across the face of the check that you return with the authorization agreement.

The diagram shows a voided check with the following fields and callouts:

- Callout 1:** Points to the routing transit number field (133404567).
- Callout 2:** Points to the bank account number field (1234561304).
- Callout 3:** Points to the check number field (1044).

The check itself contains the following information:

ABC BUSINESS  
1234 Park Avenue  
Anytown, CA

PAY TO THE ORDER OF \$ XXX.XX  
DOLLARS

Anywhere Bank  
U.S.A.  
MEMO

Not Negotiable

133404567 1234561304 1044

### Important Information

1. Participation in the Electronic Funds Transfer program shall be for a minimum of one year.
2. You will receive a confirmation letter from the State Board of Equalization after approval of this agreement. The confirmation letter will include your electronic funds transfer start date. No electronic funds transfer payments should be attempted before this start date. All sales and use tax return payments due subsequent to this start date must be made through electronic funds transfer.
3. You must make a written request to be removed from the Electronic Funds Transfer program. For the request to be approved, you must have participated in the program for a minimum of one year and your average monthly tax, over a twelve month period, must be less than \$20,000.
4. You will receive a confirmation notice from the State Board of Equalization identifying your ending date for EFT (unless you also close out your account) or the change date if you request to be moved from one ACH payment method to another. You must continue making your tax return payments through electronic funds transfer, through the ACH payment method in use at the time of your request, until you receive a confirmation letter from the Board confirming the new payment method and the effective date of the change.

## IMPORTANT THINGS TO REMEMBER

- You can call the data collection service at any time to report a tax payment. You must complete your call by 3:00 P.M. Pacific time on your payment due date to be considered timely.
- When reporting tax, penalty or interest, include cents in all dollar amounts. For example, \$5,000.00 would be reported as "\$5,000 and zero cents."
- After your payment information has been accepted, you will be provided with a reference number. Please keep this number for your records.
- When the tax due date falls on a weekend or holiday, it will move to the next business day.
- If you file on a quarterly prepayment basis, you will no longer receive prepayment forms.
- If you owe no taxes for the reporting period, you still must initiate an EFT payment and report a zero dollar tax amount.
- In addition to making your EFT payment, be sure to file your tax return through the mail on a timely basis.

## COMMONLY ASKED QUESTIONS

- Q:** Do I have to select a reporting method (touch tone or PC) and use that method all the time?
- A:** No, you may change reporting methods as is convenient for you. If you would like more information, please call the EFT Helpline at 916-327-4229. . . . .
- Q:** When must I call to ensure timely settlement?
- A:** Your call must be completed by 3:00 P.M. Pacific time, on your payment due date to be considered timely. . . . .
- Q:** How do I cancel a previously reported payment?
- A:** Call the data collection service before 3:00 P.M. Pacific time, the same day the payment was reported. An operator will assist you. . . . .
- Q:** If my tax payment is in even dollars, do I have to report '00' cents?
- A:** Yes, you must always report dollars and cents. . . . .
- Q:** How do I calculate my verification code?
- A:** Assume a tax payment is \$75,150.55
- a) Total all digits in the tax payment:  
7+5+1+5+0+5+5=28
- b) Count the number of digits in your tax payment:  
7, 5, 1, 5, 0, 5, 5 = 7
- c) Add a + b. In this example the verification code is 35 (28 + 7).
- NOTE:** The verification code for \$0.00 is 01.

STATE OF CALIFORNIA

# ELECTRONIC FUNDS TRANSFER PROGRAM

## *EFT Quick Reference ACH Debit Information*

EFT UNIT  
PO Box 942879  
Sacramento CA 94279-0035  
EFT Helpline: 916-327-4229  
FAX: 916-322-8457



STATE BOARD OF EQUALIZATION

## TO REPORT A DEBIT PAYMENT

Call the state's data collection service at:  
**1-800-554-7500**

### BEFORE YOU CALL

You will need to have the following information available when you call:

- Seller's permit number
- Security code
- Tax type code
- Tax period ending date
- Tax amount
- Penalty amount
- Interest amount
- Total amount
- Verification code
- Warehoused payment debit date

### TAX TYPE CODES

04101	Sales and Use Tax Prepayment #1
04102	Sales and Use Tax Prepayment #2
04100	Sales and Use Tax Return Payment
05600	Prepayment of Sales Tax on Fuel Distributions

### TOUCH-TONE CALLS

- Press # after each entry.
- The system will repeat the information you provide. Press # to accept or ★ to correct and reenter.
- Three consecutive errors will refer the call to a voice operator.
- To transfer to a voice operator anytime during the recording, press ★★.
- If you hang up before the verification code, the call is cancelled and no payment is made.

### PERSONAL COMPUTER

- To use this method of communication, you must have a software package which can be obtained by calling the data collection service at 1-800-332-4125.
- Complete instructions and access numbers will be provided with the software.
- If at anytime you are not able to complete your transaction using the personal computer, you may utilize the touch-tone method as an alternative.

### CANCELLATIONS

- An operator will assist you with your cancellation by requesting this option from the touch-tone menu.
- Cancellations are allowed only until the daily cutoff of 3:00 P.M. Pacific time on the day the original call was made.
- Cancellation of warehoused payment is allowed only until the daily cutoff of 3:00 P.M. Pacific time on the day before the debit date.
- Upon cancellation of the tax payment, the correct information must be reentered.

### INQUIRIES

- An operator will assist you with your inquiry by requesting this option from the touch-tone menu.
- An inquiry can be made up to sixty days after the transaction date.

### SECURITY CODE

- If you lose or forget your existing code, call the EFT Helpline for assistance at 916-327-4229.
- If you know your security code and wish to change it, call the data collection service at 1-800-554-7500.

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# NOTES

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# NOTES